



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open to City of San Diego Employees Only**

#P1972 SPECIAL EVENT TRAFFIC CONTROL SUPERVISOR

***SALARY: \$2844 to \$3419, Monthly**

***APPLY: FIRST DATE: March 28, 2003**

LAST DATE: April 30, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

EXPERIENCE:

1. One year of full-time experience directing and channeling traffic at special events or enforcing parking control regulations.
NOTE: Accepting payments and/or monitoring parking for a parking lot/garage are NOT qualifying. -OR-
2. Equal to one year of full-time experience (1800 hours) as a Special Event Traffic Controller I or II with the City of San Diego.
(Documentation from your payroll clerk indicating the number of hours worked must be attached to your application.)

AND

***TEST OF SUPERVISORY ABILITY (TSA):** You must have achieved a passing score on any City of San Diego Test of Supervisory Ability (TSA). If you have not taken the TSA, you must apply PROMPTLY. **Applications for the TSA must be submitted by 5:00 p.m., Friday, April 30, 2003.** Qualified applicants who have not achieved a passing score on the TSA will be allowed to complete the application process, but will be placed INACTIVE on the eligible list and not certified to the hiring department(s) until submitting proof of a passing score on the TSA. **NOTE: TO WAIVE THE TSA,** you must have one year of full-time **City of San Diego** supervisory experience. Qualifying supervisory experience should reflect responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations and discipline. If you use Out-Of-Class Assignment (OCA) supervisory experience to qualify, you must submit written documentation signed by your supervisor or payroll clerk, detailing the work you performed, dates, and total number of OCA hours.

BACKGROUND INVESTIGATION: If selected, candidates who are not currently employed by the Police Department will undergo a fingerprint check and a comprehensive character and background investigation prior to appointment by the Police Department, which may include a polygraph (lie detector) examination. False statements made in any step of the application, testing, and selection processes may be grounds for disqualification or immediate dismissal.

LICENSE: A valid California Class C Driver's License is required at time of hire.

DUTIES: Special Event Traffic Control Supervisors direct and supervise subordinates in the set-up of predetermined traffic patterns and the direction of traffic at special events; resolve traffic flow problems; assign, train, and evaluate the work of Special Event Traffic Controllers I and II; prepare master work schedules, cost recovery event billing statements, and various other reports; review payroll related documents; and order, inventory, and maintain equipment. **Note: Special Event Traffic Control Supervisors typically work evenings, week-ends, and holidays.**

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments required)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, candidates will be contacted by the hiring department for an interview.

KIM/May 28, 1999 *Rev. 3 (03-28-03)/Class 1933

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER